


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p>JOB ANNOUNCEMENT</p> <p>EOE/ADA *</p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD 465-3929.</small></p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.co.alameda.ca.us/courts</p>
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FAMILY LAW FACILITATOR'S PROGRAM ASSISTANT

SALARY RANGE:	\$1,529.30 - \$1,856.50 Bi-weekly Plus Benefits
FILING DEADLINE:	<u>Friday, May 27, 2005 at 5:00 p.m.</u>
FILING REQUIREMENTS:	<p><u>Send completed application form to:</u> Superior Court of California, County of Alameda Human Resources & Labor Relations Bureau 1225 Fallon Street, Room 105 Oakland, CA 94612</p>

The Superior Court of California, County of Alameda is accepting applications for the position of Family Law Facilitator's Program Assistant in the Family and Children's Services Bureau. Under supervision of the Family Law Facilitator, the incumbent provides specialized legal support in the implementation and coordination of the Family Law Facilitator Program as specified under the State of California Family Code, sections 10000-10012, and performs other related duties as assigned. The current job vacancy is assigned in the Family Law Facilitator's Office in Hayward.

TYPICAL DUTIES (May include, but are not limited to the following:)

1. Provides a variety of information to self-represented litigants regarding court procedures; answers inquiries and explains legal filing processes, including fees by telephone or in person; and refers individuals to other resources for court materials and documents.
2. Distributes and assists the public with completion of necessary legal forms; reviews legal documents and forms for completeness and compliance with specific statutory requirements; and schedules and conducts training workshops for self-represented litigants.
3. Assists with providing information and educational materials to parents concerning the process of establishing parentage or establishing, modifying and enforcing child and spousal support in the courts.
4. Retrieves information from the Court's automated computer systems, such as ALACO or DOMAIN.
5. Interacts with the public, judges and courtroom staff in the processing of orders; confers with litigants regarding motions, orders or other documents; reviews child support, custody or visitation cases with judicial officer; and prepares Stipulations, Orders After Hearings and Wage Assignments.
6. Provides assistance on child support issues; assists judicial officers with child support calculations; prepares support schedules based on statutory guidelines; mediates child support issues with pro per litigants; explains child support calculations; and instructs parties for further action as required.

TYPICAL DUTIES - Continued

7. Furnishes information and gives referrals to local child support agencies, Family Court Services or other community agencies and resources that provide services for parents and children.
8. Operates a variety of modern office equipment, including word processing equipment to input and retrieve data.
9. Prepares a variety of correspondence, general educational and outreach materials, and other written information; disseminates informational materials through a variety of media, including automated systems; maintains statistical information; and prepares and submits reports.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

The equivalent to two years of full-time clerical, administrative or legal support experience in a court or legal environment that included heavy interaction with the public. Written and oral fluency in the Spanish language is desirable.

And

Education:

Possession of an Associate of Arts degree from an accredited college or university in social or behavioral science, legal studies or related field.

KNOWLEDGE AND ABILITIES

Knowledge of the California court system and procedures used in family law cases; legal terminology; interviewing techniques; mediation techniques and approaches; child and spousal support; domestic violence, substance abuse and child abuse issues; family Law supportive software programs, including Disso Master and Legal Solutions; cultural diversity issues; community resources for referral of litigants; modern office procedures and practices, including filing and business letter writing; operation of modern office equipment, including personal computers and word processing software; correct English usage, punctuation, spelling and grammar; and business arithmetic, including percentages and decimals.

Ability to understand, apply and explain legal terminology and procedures; research legal issues; obtain, interpret and evaluate information from self-represented litigants; communicate emphatically, neutrally and clearly with individuals of various socioeconomic backgrounds under stressful situations; use communication, listening and problem solving skills to assist culturally diverse parties in accepting or finding solutions; exercise sensitivity toward cultural issues; establish and maintain effective working relationships with staff, attorneys, judicial officers and other professionals; maintain confidentiality; work independently; maintain flexibility in managing unpredictable workday; organize work, set priorities and meet established deadlines; use manuals, codes or written guides as applicable; use initiative and exercise sound judgment within established guidelines; effectively manage situations where clients may be angry, upset, fearful or hostile; remain calm and exercise patience in working with litigants under stressful or difficult situations; compose general correspondence, memoranda and other written communications; prepare a variety of narrative and statistical reports, forms and informative materials; operate personal computer, including a variety of modern office equipment; and utilize software programs.

GENERAL INFORMATION:

This is a full-time, non-management position. Employment is contingent upon successful completion of fingerprint check, and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a six-month probationary period. Please be advised that finalist(s) must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

Benefits include medical and dental insurance for employee and dependents, mandatory retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, life insurance, Employee Assistance Program and optional deferred compensation plan.

*Application forms may be obtained at the Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland,
8:00 a.m.-5:00 p.m., Monday-Friday,
at our website, www.co.alameda.ca.us/courts
or by calling our 24-Hour Job Hotline at 510-208-3906.*

Distribution: All SCT; Craigslist; Div Rcrmt Dir; Commtty Colleges/Univ; Law Schools/Bar; Alameda County Depts; Trial Courts; FCS
Opened exam on May 13, 2005 with a deadline of May 27, 2005.